

## **INTRODUCTION TO DOCUSHARE**

1. Go to the State Police intranet at <http://masp/>
2. Go to the “Resource Links” found at the left of the screen and locate “Docushare”. Click on Docushare.
3. On the Docushare home page locate “Related Links” on the right side of the screen. Click on “Login”.
4. Enter your “User Name” and “Password”. The first time you log in the system will be very slow. Look to the center bottom of the home page while the new page loads. If you are unable to log in, contact the Document Control Supervisor in the Quality Assurance Unit at the FSG.
5. Select the Forensic Science Folder on the left side of the page. This folder is only visible after you log in.
6. The folders are similar to the organizational chart of the Forensic Services Group. Each section/unit has a folder which contains Training, Methods, QA/QC, Forms, Administrative and Other policies.
7. Some worksheets are posted in word/excel and in pdf. The word/excel worksheets can be used by analysts in case work. The pdf worksheets are provided when discovery requests are received or other types of public record requests ask for the worksheet.
8. Policies that apply to all members of the Forensic Services Group, such as Security and Safety are found in the All Forensic Services Units folder.

9. All documents printed from Docushare are uncontrolled copies. The electronic file in Docushare is the only true copy of the document and is considered the Master Document.
10. It is appropriate to keep a copy of any of the documents in Docushare in a personal or shared folder.
11. Any time a document is posted to Docushare, an automatic notification will be sent by Docushare or by an email sent by the Document Control Supervisor notifying employees of the new document.
12. It is the responsibility of the employee to keep up to date on the contents of Docushare.